

Contract Management Overview for Providers

GLOSSARY

Funding	The monetary budget for all Authorizations and Cost Reimbursement that allows for the payment of claims. Funding is allocated to the Department of Corrections, Department of Health and Welfare, Department of Juvenile Corrections and Supreme Court (Problem Solving Courts) from both state and federal sources.
Payor Groups	Each funding amount is broken into smaller budget amounts to allow for tracking of dollars in specific categories. As an example, Risk to Revoke is a Payor Group managed by the Department of Corrections. The Payor Group can be seen in various locations including, but not limited to, Authorizations and Client Group Enrollment. Payor Groups are also added to the Tiers of each contract.
Key Activities	Special permissions granted to the provider agency pertaining to the contract.
Authorization Period(s)	A period of time established for each contract that coincides with the spend down of the budget. For example, a fiscal year is an established period. Authorizations cannot cross an Authorization Period.
Procedure Code	Procedure codes are numbers or alphanumeric codes used to identify specific health interventions taken by medical professionals
Tiers	A breakdown on each Authorization Period where claim amounts are tracked against a Payor Group.

CONTRACT PROFILE

#	I want to know...	Where do I locate the information
1	When a claims batch is adjudicated who in my agency receives emails and the current email address where adjudication results are sent	Agency>Contract Management>Contract List>[Payor Abbreviation-Provider Name]
2	The effective date of my "contract" ("contract" in this context refers to a relationship created in WITS between a payor and a provider)	Agency>Contract Management>Contract List>[Payor Abbreviation-Provider Name]

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Agency List ►

GPRA Discharge Due

GPRA Followup Due

Facility List ►

Staff List ►

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System Usage

Drug Screening ►

Billing ►

Contract Management ▼

Contract List

Contract Service Rate

Cost Reimbursement Category

Cost Reimbursement Line Item

Authorization Period

Fund Transfer History

Cross Contract List

Service Summary

Alerts Configuration

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Group List ►

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Client List ►

System Administration ►

My Settings ►

Reports

Support Ticket

Contract Profile

Contract # 5	Contract ID 49
Contract Name DHW-Provider Training Agency	Contract Type Government Contract
Contracting Agency DHW Contractor	Administering Agency DHW Contractor
Contracting Agency Contact BPA	Created By Williams, Denise
Contracting Agency Contact Email williams@dhw.idaho.gov	Created Date 4/12/2013 4:15 PM
Provider Agency Provider Traini	Updated By Williams, Denise
Provider Agency Contact Jamie Teeter	Updated Date 6/17/2014 5:39 PM
Provider Agency Contact Email teeterj@dhw.idaho.gov	Effective Date 4/1/2013
Status Active	Termination Date

Original Contract Amount

Monthly Cap

Email to Contractor on Provider Submit Off

Domains

ATR

Selected Domains

Substance Abuse

[Finish](#)

Administrative Actions

[Associated Plans](#)
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ASSOCIATED PLANS

#	I want to know...	Where do I locate the information
3	Which funding and payor groups I am set-up to support	Agency>Contract Management>Contract List>Associated Plans>Groups
4	What key activities am I allowed to perform as a provider	Agency>Contract Management>Contract List>Associated Plans>Key Activities

Contract Profile

<p>Contract # 5</p> <p>Contract Name DHW-Provider Training Agency</p> <p>Contracting Agency DHW Contractor</p> <p>Contracting Agency Contact BPA</p> <p>Contracting Agency Contact Email williams@dhw.idaho.gov</p> <p>Provider Agency Provider Traini</p> <p>Provider Agency Contact Jamie Teeter</p> <p>Provider Agency Contact Email teeterj@dhw.idaho.gov</p> <p>Status Active</p> <p>Original Contract Amount <input type="text"/></p> <p>Monthly Cap <input type="text"/></p>	<p>Contract ID 49</p> <p>Contract Type Government Contract</p> <p>Administering Agency DHW Contractor</p> <p>Created By Williams, Denise</p> <p>Created Date 4/12/2013 4:15 PM</p> <p>Updated By Williams, Denise</p> <p>Updated Date 6/17/2014 5:39 PM</p> <p>Effective Date 4/1/2013</p> <p>Termination Date <input type="text"/></p>
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Email to Contractor on Provider Submit ☐ Off

Domains

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Click here to get to Groups and Key Activities

Contract-Plan List for Contract # 5

Contract DHW-Provider Training Agency

Contract Type Government Contract

Contract-Plan List(Export)

Plan	Groups	Created by	Created On	Actions
State General	Child Protection SUD, DHW Adolescent, DHW Adult, DHW Misdemeanant, DHW State Hospital, Medicaid Only	Williams, Denise	4/12/2013	Groups Key Activities
Block Grant-DHW	IVDU, PWWC	Williams, Denise	4/12/2013	Groups Key Activities

CONTRACTED FACILITIES

#	I want to know...	Where do I locate the information
5	<p>If my new facility (location) is ready to start billing</p> <p>NOTE: Every facility (location) for an agency should appear under Facilities covered under Contract. If the new facility (location) is not listed here, the new facility (location) is not ready to start billing.</p>	Agency>Contract Management>Contract List>Contracted Facilities

Contract Profile

Contract #	5	Contract ID	49
Contract Name	DHW-Provider Training Agency	Contract Type	Government Contract
Contracting Agency	DHW Contractor	Administering Agency	DHW Contractor
Contracting Agency Contact	BPA	Created By	Williams, Denise
Contracting Agency Contact Email	williams@dhw.idaho.gov	Created Date	4/12/2013 4:15 PM
Provider Agency	Provider Traini	Updated By	Williams, Denise
Provider Agency Contact	Jamie Teeter	Updated Date	6/17/2014 5:39 PM
Provider Agency Contact Email	teeterj@dhw.idaho.gov	Effective Date	4/1/2013
Status	Active	Termination Date	

Original Contract Amount
 Monthly Cap

Email to Contractor on Provider Submit ☐ Off

Domains

Selected Domains

Click here to get to Contracted Facilities

Administrative Actions

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Contract-Facility List for Contract #5

Contract
 Contract Type

5

Available Facilities

Facilities covered under Contract

Treatment Location 1
 Treatment Location 2

Created By
 Created On

Updated By
 Updated On

AUTHORIZATION PERIOD

#	I want to know...	Where do I locate the information
6	The start and end date of the authorization periods (since authorizations cannot cross authorization periods)	Agency>Contract Management>Contract List>Authorization Period>[Period Name] Profile

Contract Profile

Contract # 5

Contract ID 49

Contract Name DHW-Provider Training Agency

Contract Type Government Contract

Contracting Agency DHW Contractor

Administering Agency DHW Contractor

Contracting Agency Contact BPA

Created By Williams, Denise

Contracting Agency Contact Email williams@dhw.idaho.gov

Created Date 4/12/2013 4:15 PM

Provider Agency Provider Traini

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Effective Date 4/1/2013

Status Active

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Selected Domains

Domains

ATR

Click here to get to Authorization Period

Finish

Administrative Actions

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[Authorization Period](#)
[Monthly Cap](#)

Contract Authorization Period for Contract #5

Contract DHW-Provider Training Agency

Effective Date 4/1/2013

Provider Provider Traini

Termination Date

Authorization Period List for DHW-Provider Training Agency [Export](#)

Period #	Period Name	Effective Date	Termination Date	Claim Filing Cutoff Date	Actions
93	SFY15	7/1/2014	6/30/2015	7/31/2015	Profile Tiers
72	SFY14	7/1/2013	6/30/2014	7/31/2014	Profile Tiers
56	SFY13	4/1/2013	6/30/2013	7/31/2013	Profile Tiers

Contract Authorization Period Profile

Authorization Period SFY15: 7/1/2014 - 6/30/2015

Effective Date 7/1/2014

Termination Date 6/30/2015

Claim Filing Cutoff Date 7/31/2015

Claim Filing Cutoff date on Encounters

Claim Filing Cutoff Days

Authorization #

Created By Williams, Denise

Created Date 6/13/2014 6:08 PM

Updated By Williams, Denise

Updated Date 6/13/2014 6:08 PM

Finish

TIERS

#	I want to know...	Where do I locate the information
7	How much money has been authorized to my agency per payor group for the fiscal year	Agency>Contract Management>Contract List>Authorization Period>[Period Name] Tiers
8	How much of the authorized amount has been spent per payor group for the fiscal year NOTE: In FY14 all treatment agencies providing services for clients funded by the Idaho Supreme Court used a "Cost Reimbursement" Tier Type. This Tier Type requires that an agency invoice the Idaho Supreme Court monthly. In FY15 the majority of agencies use a Tier Type of "Fee for Service". No invoice is necessary with this design.	Agency>Contract Management>Contract List>Authorization Period>[Period Name] Tiers

Contract Authorization Period for Contract #5

Contract DHW-Provider Training Agency Effective Date 4/1/2013
 Provider Provider Traini Termination Date

Authorization Period List for DHW-Provider Training Agency (Export)

Period #	Period Name	Effective Date	Termination Date	Claim Filing Cutoff Date	Actions
93	SFY15	7/1/2014	6/30/2015	7/31/2015	Profile Tiers
72	SFY14	7/1/2013	6/30/2014	7/31/2014	Profile Tiers
56	SFY13	4/1/2013	6/30/2013	7/31/2013	Profile Tiers

Click here to get to the Tiers

Contract Authorization Period Profile

Authorization Period SFY15: 7/1/2014 - 6/30/2015 Created By Williams, Denise
 Effective Date 7/1/2014 Created Date 6/13/2014 6:08 PM
 Termination Date 6/30/2015 Updated By Williams, Denise
 Claim Filing Cutoff Date 7/31/2015 Updated Date 6/13/2014 6:08 PM
 Claim Filing Cutoff date on Encounters
 Claim Filing Cutoff Days
 Authorization #

Finish

Contract Tier Management for Contract #5

Contract DHW-Provider Training Agency Effective Date 07/01/2013 Total Authorized \$100,786.50
 Provider Provider Traini End Date 06/30/2014 Claim Filing Cutoff 07/31/2014

Tier for Authorization Period SFY14 (Export)

Tier #	Plan-Group	Tier Type	ASAM	Current Auth Budget Amount	Spent Amount	Status	Actions
147	Block Grant-DHW-NDU	Fee for Service		\$287.00	\$0.00	Active	Profile
148	Block Grant-DHW-PWWC	Fee for Service		\$112.50	\$0.00	Active	Profile
116	State General-DHW-Adult	Fee for Service		\$100,387.00	\$175.60	Active	Profile

7

8

Tier Profile

Finish

CONTRACT SERVICE RATE

#	I want to know...	Where do I locate the information
9	The procedure code and modifiers for a particular service	Agency>Contract Management>Contract Service Rate
10	The effective date of a particular rate	Agency>Contract Management>Contract Service Rate
11	The current rate in effect for a particular service and payor group	Agency>Contract Management>Contract Service Rate
12	The expiration date of a particular rate	Agency>Contract Management>Contract Service Rate
13	The old rate in effect for a particular service and payor group	Agency>Contract Management>Contract Service Rate
14	If a service is only available to one of our locations (facility)	Agency>Contract Management>Contract Service Rate

Contract Service Rate Search

Service

Provider Facility

Group

Contract

Contractor

Parent Services

Deprecated

Rate Type

Effective Date

Expiration Date

Contract #

ASAM

Contract Service Rate List Add New Contract Rate

Service Desc	Category Type	Procedure	Rate Type	Rate/Unit	Group	ASAM	Contract #	Contract	Contractor	Facility	Effective	Expiration	Deprecated	Actions
OP and IOP (Group)	Child	H0005/HZ/HF	Standard	\$6.2100	PWWC				Psychology Associates		1/1/2013		No	Profile
OP and IOP (Group)	Individual/None	H0005	Contract	\$11.8100	Idaho PSC No Authorization		ISC - Training	ISC - Training	Idaho Supreme Court		7/1/2012		No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.9100	IDOC Group				Idaho Department of Corrections		1/1/2012	3/30/2013	No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.6300	Child Protection Drug Court				DHW Contractor		1/1/2012		No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.6300	Child Protection SUD				DHW Contractor		1/1/2012		No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.6300	DHW Adolescent				DHW Contractor		1/1/2012		No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.6300	DHW Adult				DHW Contractor		1/1/2012		No	Profile
OP and IOP (Group)	Individual/None	H0005	Standard	\$5.6300	DHW Misdemeanant				DHW Contractor		1/1/2012		No	Profile

CONTRACT SERVICE RATE PROFILE

#	I want to know...	Where do I locate the information
15	Why there are negative units on the Authorization but funds are still available	Agency>Contract Management>Contract Service Rate>[Service Description] Profile
16	The unit per rate for each service	Agency>Contract Management>Contract Service Rate>[Service Description] Profile
17	If there is a cost share applicable on a particular service	Agency>Contract Management>Contract Service Rate>[Service Description] Profile

Intensive Outpatient (ATR)	Parent	90847/AR/59/E2	Standard	\$9.2400	ATR3
Intensive Outpatient (Education)	Child	S9448/TF/UA	Standard	\$14.2000	
Intensive Outpatient (Education)	Child	S9448/TF/UA	Standard	\$14.2000	
Intensive Outpatient (Individual with Family Members)	Child	90847/TF/59	Standard	\$14.2000	ATR3

Authorizations for duration based services are monetary only. As a result, the number of units will continue to decrease (even into a negative count) until there are no funds remaining on the Authorization. This is more apparent on bundled services where the Authorization is based on the parent rate but child rates may exceed the parent rate and quickly use the units, especially where providers use more than one unit per Encounter.

Contract Service Rate Profile

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Service 90847/AR/59/E2/Intensive Outpatient (ATR) </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Rate Type Standard </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Group ATR3 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Contract </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Provider Facility </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Contractor A Managed Service Contractor </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Rate Per Unit 9.2400 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Description 1 unit = 15 Min </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Minimum Days between Services 0 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ASAM </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> This service/rate may only be added by the Contractor No </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Cost Share Applicable No </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Duration Type Min </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Duration 15 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Effective Date 1/1/2010 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Expiration Date </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Created Date 3/16/2012 4:38 PM </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Created By Williams, Denise </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Updated Date 12/12/2013 1:19 AM </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Updated By Williams, Denise </div>
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Finish